

A Landlord's Guide to the

# *Section 8* Housing Program



**State of New Jersey**  
James E. McGreevey, *Governor*

**Department of Community Affairs**  
Susan Bass Levin, *Commissioner*

A Landlord's Guide to the

# *Section 8* Housing Program



**DIVISION OF HOUSING AND COMMUNITY RESOURCES**

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[www.state.nj.us/dca/dhcr/](http://www.state.nj.us/dca/dhcr/)

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# The Section 8 Housing Choice Voucher Program

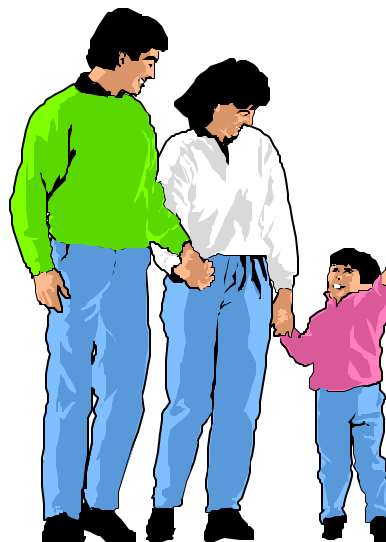
Welcome to the New Jersey Department of Community Affairs Section 8 Housing Program. The *Landlord Guide to the Section 8 Housing Program* is being given to you as part of your initial program briefing. It contains a great deal of information and should answer many of the questions you have regarding the Section 8 Program.

The Section 8 Housing Choice Voucher Program administered by the New Jersey Department of Community Affairs (DCA), Division of Housing and Community Resources, is funded by the United States Department of Housing and Urban Development (HUD). The purpose of the program is to make decent, safe and sanitary housing affordable to very-low income households in the private rental market.

Households that meet eligibility requirements normally pay approximately 30% of their adjusted monthly income towards their monthly rent and utility costs. The balance of the rent is paid by the program directly to the owner of the rental property, or to their appointed agent.

For the Section 8 Program to be successful, it is vital that a good working relationship is developed between the local public housing agency (PHA), property owners and managers who contract with the PHA to provide housing for program participants. One of the goals of this guide is to provide landlords with all the information they will need in order to be successful not only renting to a Section 8 participant, but as a landlord in general.

We are grateful for your participation in our Section 8 Program.



**Program Representative:**

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**Field Office Address:**

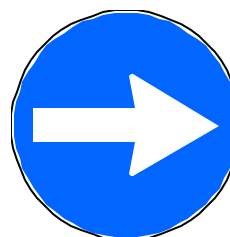
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**Telephone Number:**

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## The Section 8 Housing Choice Voucher Program

This program provides housing assistance so that eligible households can rent privately owned housing. When a household becomes eligible for Section 8 Tenant-Based Assistance, they are issued a Housing Choice Voucher. This Housing Choice Voucher verifies that the household is eligible, and that money is being set aside to assist them with paying their rent. The assistance is conditional on the client finding suitable housing which meets all of the requirements set forth in the federal regulations that govern the program.

Housing must meet the minimum Housing Quality Standards (H.Q.S.). In addition the rent must be “reasonable”, as defined by HUD.

**Reasonable rent, or Rent Reasonableness, is certified by the PHA for each dwelling unit that is subsidized. What it means is that the rent cannot be more for the subsidized unit than it would be for an unsubsidized unit comparable in size, amenities, and geographic location.**

There must also be a written lease between the tenant and landlord, and a Housing Assistance Payments (HAP) Contract executed between the landlord, and the PHA administering the subsidy. When all of these conditions have been met, the landlord will receive a subsidy payment for the tenant, directly from the PHA.

## The Housing Choice Voucher Program Includes The Following:

***HOUSING SUBSIDY:*** The PHA calculates a rent subsidy, based upon the household’s adjusted monthly household income. The tenant then pays the balance of the rent directly to the landlord.

***RENT LIMITS:*** There is no limitation for rents in the Housing Choice Voucher Program, however, HUD requires that each unit receiving a subsidy be certified as Rent Reasonable. This is done by comparing the housing unit selected by the tenant, with the rents for three other comparable units.

***PAYMENT STANDARDS:*** The program determines the payment standard which is used to calculate the household’s subsidy in the Housing Choice Voucher Program. The Payment Standard may not be less than 90% of the Fair Market Rent, or more than 110% of the Fair Market Rent. The Fair Market Rent is set by HUD, and is based on the Metropolitan Statistical Area that the dwelling unit is in.



**HOUSEHOLD SHARE:** Participants may select housing that rents for more than the Payment Standard and therefore may pay more than 30% of adjusted monthly income for rent and utilities. When initially moving into a unit, a family may not pay more than 40% of their adjusted monthly income toward their portion of the rent and utilities.

**RENT INCREASES:** Are allowed after a written request by the landlord, and in accordance with the HAP contract and State law. Rent increases are not limited, but they are subject to a “rent reasonableness” test. In areas where there is rent control, that will be the deciding factor concerning rent increases.

## CHOOSING A TENANT

A tenant who has been issued a Housing Choice Voucher, generally has a maximum of 120 days in which to find suitable housing. It is usually the tenant who is responsible to find the housing, however, they may be assisted by the field office in the form of listings of available rentals which the field office keeps on file. The Section 8 Program is required by HUD to assist persons with disabilities to find suitable housing.

## FREE LISTINGS

Listings of available rentals are submitted by landlords who wish to rent to a tenant in the Section 8 program. If you wish to list a unit in this way, please contact your local field office. This service may help you to rent your property. These listings are often shared with the general public in addition to the Section 8 participants. There is no charge for this service

Once a Housing Choice Voucher holder has indicated that they wish to rent your property, you as the landlord must decide whether or not you want to rent to this tenant. In order to do this, we strongly advise that you do a thorough background check on the potential tenant.



This should include an application that would require the tenant to provide information such as their name and social security number, past rental history including prior landlords, information on employment, income and savings, and personal and credit references.



**The Franklin Tower Decision Of  
The New Jersey Supreme Court  
Prohibits Landlords From  
Refusing To Rent To A Tenant  
Because The Tenant Is A  
Participant On The Section 8  
Program.**

## **Do A Home Visit**

The DCA recommends that you take the time to do a home visit of the potential tenant's current unit. Chances are that the way that they maintain their current rental, is the same way that they will treat your property.

Remember that **the law prohibits discrimination**. You must use the same standards for all applicants and apply them in the same manner.

You should consider using one of the many services available to landlords that will give all or most of the above information that you will need to make an informed decision about renting to a potential tenant.

For example, there are services that will tell you whether or not a tenant has ever been evicted, has a criminal record, or has a bad credit history. Many are available on the Internet. Also, when contacting previous landlords, remember to contact the one before the tenant's current landlord. The current landlord may be very interested in having the tenant move out!

The book, *"Tenant's Rights in New Jersey"* published by Legal Services of New Jersey states the following:

*"New Jersey law makes it illegal to refuse to rent to anyone solely because they will pay their rent with rental assistance or welfare. For example, it is illegal for a landlord to refuse to rent to a person because the person receives Section 8 assistance, (N.J.S.A. 2A:42-100). This applies to a tenant who obtains Section 8 while already a tenant, and to those who are seeking to rent from a landlord for the first time, (Franklin Tower-One, L.L.C. v. N.M., 157 N.J. 602-1999)."*



**EQUAL HOUSING  
OPPORTUNITY**



## The Leasing Process

**THE LEASE:** The landlord and tenant must have a written lease. It should include all of the details and responsibilities concerning the rental of the property. It can be any lease agreement of their choosing, however, it **cannot** contain any clauses that would be considered illegal under New Jersey State law. The lease should be completed but not signed until the field office has had a chance to review it. The lease must be submitted with the following form, the **Request for Approval of the Tenancy**.

**REQUEST FOR APPROVAL OF THE TENANCY:** This is a required HUD form that will be supplied by the field office. (A sample form is included at the back of this guide.) It requests information about the rental that the PHA will require to make an initial determination of whether that particular unit is eligible. The tenant and landlord must sign and date this form before it is submitted. Submission of this form will initiate a Housing Quality Standards inspection of the unit.

## HOUSING QUALITY STANDARDS:

When you submit the lease, and the Request for Approval of the Tenancy, a Housing Quality Standards (H.Q.S.) Inspection will be scheduled to be performed by the field office. This inspection is required to make sure that the unit meets the minimum housing quality standards set by HUD and the PHA, before the subsidy can begin. If there are any fail items that are discovered during the inspection, you will be notified in writing what they are, and you will be given a deadline to make the repairs. The subsidy will not begin until the unit meets **all** of the H.Q.S. requirements, and no retroactive payments may be made for the time period before the unit passed inspection.



Once the unit has passed the H.Q.S. inspection, the final steps will be the signing of the lease and the Housing Assistance Payments Contract. In addition, the landlord must at this time provide written documentation that verifies that they legally own the property, or that they have the legal right to rent it out.

After all of the case documents have been reviewed for submission to our agency's payments section in Trenton, you will receive a letter from the Section 8 field office, estimating what the tenant will pay, and what the amount of the subsidy will be.





## Landlord/Tenant Relations After The Tenant Is Leased

After you have rented your housing unit to the tenant, whether they are receiving Section 8 Rental Assistance, or not; you have entered a new phase of your relationship. Now, both parties must live up to all of the promises written in the lease. If you have chosen a tenant carefully, this shouldn't be difficult. However, there are certain things that you can do that should prevent many of the problems that may occur in the normal landlord/tenant relationship.

**RENT/SECURITY:** When you rent a property, you are running a business. If you are not being paid when you are supposed to be, **your business** is going to suffer for it. If a tenant cannot pay the rent on time, then you need to start looking at your options for replacing that tenant. If you allow this kind of situation to continue, then you have only yourself to blame for the loss of income that you will ultimately incur.

Likewise, never let a tenant move in until you have in your possession all of the cash not only for the rent, but for the security deposit. Once the tenant is occupying your unit, the only way you can legally remove them is through an eviction. This will be discussed in a later section.



Depending on your tenant's financial situation, and with the knowledge that they will be receiving a rent subsidy, you may wish to allow the tenant to enter into an agreement to pay off the security deposit over a period of time. It is suggested that, if this is done, you make it a part of the lease, so that if they fail to make the payments, you can begin an eviction action based on a breach of a reasonable covenant or agreement in a lease.

*Note: The covenant or agreement must be contained in the original lease in order for it to be enforced.*

**PAINTING/IMPROVEMENTS:** Don't let the tenants paint the property. Emphasize this point from the very beginning and include it in the lease. If the unit needs painting, do it yourself, or hire a professional. It will be much more cost effective in the long run for you.



## Let The Tenant Know What You Don't Want

Make sure that one of the conditions of the lease is that the tenant agrees not to alter, redecorate or make repairs to the dwelling, except as provided by law, without first obtaining the landlord's specific permission in writing.

**REPAIRS/MAINTENANCE:** Never ignore a tenant's request for repairs that involve the habitability of the property. Always respond to them promptly, and ensure their completion yourself. Failure to do so may allow the tenant to make the repair themselves and deduct the cost from the rent.

Never require the tenant to take on more maintenance than they can handle (lawn mowing, snow removal, watering the lawn, etc.). The best way to assure that things are done when they are supposed to be, and done correctly, is to pay a professional or do them yourself.



**NOTICES:** You are urged to include in your lease that any notices between the tenant and landlord must be in writing. This will document all communications between the parties and will be valuable should the need arise for proof that notice was given, or that

some action was taken. Also, you should give the tenant a signed receipt for all rent money, and security deposit money that they have paid. In addition, you should make the tenant sign for the keys when you turn them over at the move in, and you should give the tenant a signed receipt when they return the keys. A written list of instructions showing what is expected of the tenant both at move in and move out, will be vitally important to you. This list should be given to and signed for by the tenant.

**These suggestions may seem time consuming, but if you ever need to prove that you did something for court, you will be glad that you took these steps.**

**INSPECTIONS:** Although the D.C.A.'s field office will do an inspection of the unit at least once a year, it is highly advisable that the landlord visit the unit on a regular basis. Small problems that may be evident, turn into bigger problems and you can correct them so they don't. You can accomplish this in a couple of ways, such as personally collecting the rent on an agreed upon day, by writing into the lease that you will do a walk through inspection on a quarterly basis, by doing regularly scheduled maintenance on the unit, or some other valid reason. Just be sure the tenant is given prior notice.





The field office will prepare the “Request for Transfer of the Housing Assistance Payments Contract” and give it to the current owner to have it executed at the settlement of the sale. Once that form, a signed W-9 tax form, and verification that the property has been transferred is returned to the field office, it will be forwarded to the central office payments department. They will make the necessary changes for the issuance of the subsidy check to the new owner.

## Sale Of The Property

Entering into a Housing Assistance Payments Contract does not prohibit a landlord from selling the property at any time. However, landlords do have a responsibility to notify the PHA of the sale ahead of time. The earlier we are notified, the better so that the contract can be transferred to the new owner.

When the sale of the property is certain, the owner must contact the local field office. Be prepared to give us the name, address, phone number, and if possible, the tax identification number of the proposed buyer. The new owner should also contact the field office to arrange for a Section 8 landlord briefing.



The preceding suggestions should help you manage your property in an efficient and economical manner. They should allow you to address any unpleasant situations before they become major problems.

## The Problem Tenant

**The best way to avoid having to evict a bad tenant is not to rent to him or her in the first place.**

**The best remedy to eviction is the proper screening of tenants prior to signing the lease agreement.**

This is the area where most landlords are frustrated. They have done everything they could to rent to a good tenant, but despite all of their investigation and preparatory work they have ended up with a problem tenant. When this happens, landlords often get defensive, combative, and angry. However, this is the time when a landlord must stay calm and use their knowledge to combat the problem. They need to know what options they have, under the law, that are going to allow them to solve their problem and evict their problem tenant.



In these situations, landlords should consult the publication known as **TRUTH IN RENTING**, a guide to the rights and responsibilities of residential tenants and landlords in New Jersey. These are the laws that govern the rental of residential properties in the State of New Jersey. By carefully reading the appropriate section, a landlord will find the solution to the situation that they find themselves in. Contrary to popular belief, the laws are not always weighted in favor of the tenants. An order form is included in the back of this guide for those landlords that do not have a copy of the **TRUTH IN RENTING** booklet.

## Evictions

The first thing a landlord has to understand when they encounter a problem that is serious enough to start thinking about evicting the tenant, is that the landlord is the one that has to start the eviction proceedings to remedy the situation.

The PHA provides a subsidy on behalf of the tenant, and is not responsible for the behavior of the tenant. They did not choose the tenant, or rent them the unit, and they have no legal authority to take any action regarding the termination of the lease or physical removal of the tenant. The program will work with the landlord to persuade the tenant to live up to the terms of the lease that they signed. **The Section 8 Program has no authority or ability to remove the tenant.**

If you have exhausted all other options, and still feel that you need to remove the tenant, your last resort will be an eviction. In the State of New Jersey, an eviction is the only legal remedy you have to remove a tenant that has failed to live up to the terms of the lease, and who refuses to leave voluntarily.



**Self help evictions**, or an eviction where you forcefully and physically remove a tenant from your property, are illegal in this state and may lead to the tenant taking legal action against you.



**Never, ever resort to any form of self-help eviction.**

The only legal way to evict someone is through a court ordered eviction. In some cases a landlord is required to give a tenant a preliminary written notice (written notice to cease) to stop the behavior that is causing you to bring the eviction. Only when a tenant continues such acts or behavior after the first notice does a landlord have cause for eviction. It is then that the landlord takes the next step, the issuance of a summons to come to court. This is issued by the county clerks office in your county. It sets a court date for both parties to go to court and tell their side of the story to a judge. If the judge rules in the landlords favor, a judgement for possession is issued.

At this point, if the tenant voluntarily leaves, then the landlord has regained possession of the unit. However, if the tenant ignores the judgement, your next step is to have the county sheriff issue a **Warrant of Removal**.



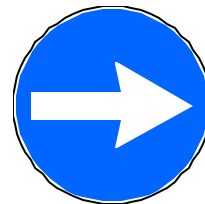
The **Warrant of Removal** is placed on the door of the property and gives a date by which the tenant has to leave or risk being forcibly removed by the sheriff. If this is the case, the landlord doesn't regain possession of the unit until the sheriff executes the warrant of removal and turns the property over to the owner. It is during this stage of the process that the landlord has to be extremely careful. They must follow the law exactly or the landlord could face legal action from the tenant.

Landlords are advised to send copies of all notices and summonses to the field office in their county so that they are aware of the situation. This is important because the PHA is paying part of the rent, and there have been cases where the eviction has been thrown out of court because the field office wasn't notified. This happens most frequently when the tenant has retained an attorney.

When this happens, the landlord has to refile the eviction, costing them more time and money. Therefore, it is important that the Section 8 field office receives copies of any correspondence between the tenant and landlord.



## ADDITIONAL INFORMATION



## Landlord Resource Guide:

*Following is a list of related offices and programs located at the Department of Community Affairs. For further information please contact the office directly.*

**LANDLORD/TENANT INFORMATION:** Provides information on the established rights and responsibilities of residential landlords and tenants as required by law and on certain relocation-related functions. The office also supplies detailed information on rules and regulations pertaining to residential landlords and tenants.

The office prepares and distributes the Truth-in-Renting booklet as a guide to responsibilities of residential landlords and tenants. An automated voice mail system provides information on topics related to landlord-tenant issues.

Contact: (609) 292-4174

**HOMELESSNESS PREVENTION:** Assists low and moderate income tenants, and homeowners who are in imminent danger of eviction or foreclosure due to temporary financial problems beyond their control (Public Law 1984, c. 180).

Contact: (609) 633-6204

**WEATHERIZATION ASSISTANCE-LOW-INCOME HOME ENERGY ASSISTANCE:** Assists elderly, handicapped and low-income persons in weatherizing their homes, improving heating system efficiency and conserving energy.

Contact: (609) 292-6140

**LEAD HAZARD ABATEMENT PROGRAM:** Enforces Lead Hazard Abatement rules in all buildings and structures undergoing lead hazard abatement. The unit licenses lead evaluation and abatement contractors, conducts monitoring inspections and supports local building departments in the enforcement of lead hazard abatement rules.

Contact: (609) 984-7815

**DIVISION OF HOUSING AND COMMUNITY RESOURCES WEB PAGE:** Information on all of the programs offered by the division as well as contact information for staff members.

**[www.state.nj.us/dca/dhcr/](http://www.state.nj.us/dca/dhcr/)**

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# **The Regional Opportunity Counseling Program**

**In Partnership With Designated Section 8 Offices**

## **WANTED:**

- ✓ AVAILABLE APARTMENTS
- ✓ NEW AND EXISTING LANDLORDS
- ✓ UNITS IN LOW POVERTY AREAS
- ✓ SINGLE FAMILY HOMES
- ✓ MULTI-FAMILY UNITS
- ✓ ONE OR MORE BEDROOMS

**Apartments Wanted To Rent** anywhere in New Jersey or out of State

**We have Section 8 Tenants who have completed our “Healthier Home” workshop and receive counseling on how to maintain their apartment**

**We also have workshops designed for Landlords**

(See the following pages for an example of some of the information given out at these sessions)

**For more information:**

**Phone (973) 266-0988**

**Fax (973) 414-4479**



## **Regional Opportunity Counseling Program Landlord/Tenant Preparation Checklist for Move-In and Ongoing Maintenance of Rental Unit**

1. Paint the apartment in semi gloss paint, either white or off white.
2. Give the tenant a schedule for garbage and recycling pick up days.
3. Give the tenant a copy of any instructions for the care and maintenance of appliances, tile floors, or anything else that may require special care.
4. Provide shades or blinds for all apartments in order to keep the view from the outside uniform.
5. Change door locks, or cylinders in locks anytime you change tenants.
6. If the tenant is paying for the heat, provide them with written instructions on the operation and care of the heating unit.
7. Install a locking mailbox, and clearly label the mailbox with the tenant's name and apartment number.
8. Have the carpets thoroughly cleaned and provide the tenant with written instructions on how to care for them.
9. Exterminate the unit on a regular basis, or at the first signs of any kind of infestation.
10. Patch any holes, no matter how small, in order to discourage mice from entering the apartment.
11. If utility companies need to have access to the basement, provide information to the tenant about where they can get the key, or if possible leave a key with the tenant.
12. Give the tenant a set of written instructions on how to contact you in an emergency, also include the numbers of local police, fire and ambulance.
13. Show the client where the shut off valves for the water supply are, and instruct them how to turn off the water under sinks, etc. when there is an emergency.
14. Make sure that there are enough electrical outlets in the unit so that the tenant is not forced to use extension cords.
15. Let the tenant know where they can park their car.
16. Give the tenant a welcome kit consisting of the type of cleaning products you would like them using in your unit.
17. Make sure that the heating and hot water heating units are cleaned and serviced yearly.
18. Simple but effective landscaping will not only improve the appearance of the unit, but will allow the tenant to have pride in the outward appearance of their home.

## Section 8 Program Housing Quality Standards

### Item-By-Item Specifications

#### .2 Electrical Requirement

- a. Living Room-Two duplex outlets or one working outlet and one working light fixture.
- b. Kitchen-One working electric outlet and one working, permanently installed light fixture.
- c. Bathroom-One permanently installed light fixture.
- d. Bedroom-Two working outlets or one working outlet and one working, permanently installed light fixture.
- e. Other Rooms Used For Living and Halls-The room must have a means of natural or artificial illumination such as a permanent light fixture, wall outlet, or light from a window in the room.
- f. Secondary Rooms-No electrical requirement, but the room(s) must be free from electrical hazards.
- g. Ceiling or wall mounted light fixtures In the bathroom must be operated by a wall switch.

#### .5 Window Requirements

- a. Living Room-One window is required.
- b. Kitchen-No window requirement.
- c. Bathroom-One 'openable' window is required, or a working vent system.
- d. Bedroom-if the windows are designed to be opened, at least one window must be openable.
- e. Other Rooms Used For Living and Halls-The minimum standards do not require a window in 'other rooms' not used for sleeping.
- f. Secondary Rooms-No window requirement.
- g. All windows (including windows in doors) must be free from severe deterioration, must be weather-tight and must not have dangerously loose cracked panes.
- h. All windows required to be openable under HQS requirements must have a screen from May 1 to October 1 of each year.

#### .6 Ceiling - A clear ceiling height of at least seven feet, zero inches is required for a room to be considered a habitable room.

#### .9 Lead Paint

- a. Units constructed in, or after, 1978 or units constructed prior to 1978 without a child under 6 years of age: no inspection or abatement is required for "defective paint surfaces."
- b. Units constructed prior to 1978 with a child under 6 years of age: must inspect for and abate defective paint surfaces.
- c. Units constructed prior to 1978 with a child under 6 years of age with an EBL: 'chewable surfaces' must be tested with an X-RF analyzer or by laboratory analysis of paint samples.
- d. There is no inspection requirement for 0-bdr. units, units that are certified by a qualified inspector to be free of lead-based paint, or units designated exclusively for the elderly.

#### Definitions:

**Chewable Surface:** Protruding painted surfaces up to five feet from the floor or ground that are readily accessible to children under 6 years of age, e.g., protruding corners, windowsills and frames, doors and frames, and other protruding woodwork.

**Defective Paint Surface:** A surface on which the paint is cracking, scaling, chipping, peeling or loose.

**Elevated Blood Lead Level (EBL):** Excessive absorption of lead. Excessive absorption is a confirmed concentration of lead in whole blood of 20 ug/dl (micrograms of lead per deciliter) for a single test or of 15-19 ug/dl in two consecutive tests 3 to 4 months apart.

**Lead-Based Paint:** A paint surface, whether or not defective, identified as having a lead content greater than or equal to 1 milligram per square centimeter (mg/cm<sup>2</sup>), or 0.5 percent by weight or 5000 parts per million (PPM).

**2.10 Stove or Range with Oven-** A microwave oven may be substituted for an oven and stove or range, if it is supplied by the tenant or the landlord provides it to both the assisted and unassisted units and the tenant agrees.

**4.1 Room Code-** Every room occupied or intended to be occupied for sleeping purposes for one occupant shall have a minimum useable floor area of 70 square feet. Every room occupied or intended to be occupied for sleeping purposes by more than one occupant shall have a useable floor area of at least 50 square feet for each occupant. To be considered a living/sleeping room, the smaller dimension of the room must not be less than 7 feet; thus ensuring enough space to get past the bed.

**4.10 Smoke Detectors-** Each dwelling unit must have at least one battery-operated or hard-wired smoke detector on each level of the unit, including basements and heated attics, located to the extent practicable in a hallway adjacent to a bedroom. Units assisted prior to April 24, 1993 will not be required to change the location of the smoke detectors that complied under the previous HQS requirement. The bedroom of a hearing-impaired person must have an alarm system, usually a strobe light design, attached to the smoke detector.

**6.2 Condition of Exterior Stairs, Rails and Porches-** Stairs with four or more consecutive steps require a handrail. Porches and balconies which are more than 30 inches or more above the ground require a railing.

**6.7 Manufactured Homes-** Must be securely anchored by a tiedown device which distributes and transfers the loads imposed by the unit to appropriate ground anchors so as to resist wind overturning and sliding.

**7.1 Adequacy of Heating Equipment-** From October 1 of each year to the next succeeding May 1, every dwelling unit and every habitable room therein shall be maintained at a temperature of at least 68 degrees Fahrenheit between the hours of 6 AM and 11 PM and at least 65 degrees Fahrenheit between the hours of 11 PM and 6 AM.

**7.4 Water Heater-** Not permitted to be located in bedrooms or other living areas. May be located in a kitchen or bathroom provided "Safety dividers" or "shields" are installed. Must be equipped with a discharge line which terminates within 12 inches of the floor.

**8.2 Fire Exit-** The building must have an alternate means of exit in case of fire which meets local or state regulations. The PHA has the final responsibility for deciding whether the type of emergency exit is acceptable although the tenant should assist in making the decision.

# VIDEO TAPE ORDER FORM

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The New Jersey Department of Community Affairs  
Division of Housing and Community Resources

*Presents:*

## “Creating A Healthier Home”

Tips On Keeping A Cleaner And Safer Home



Sponsored By:

# “ROC”

## The Regional Opportunities Counseling Program

**\$24.95 Includes Shipping & Handling**



Please detach this form and send it to:

N.J. D.C.A. Division of Housing & Community Resources  
P.O. Box 051  
Trenton, N.J. 08625-0051

Att: Landlord Liaison Office

Checks or money orders should be made payable to: “**Treasurer, State of New Jersey**”

Enclosed is \$\_\_\_\_\_ for \_\_\_\_\_ copies of the video “**Creating A Healthier Home**”

### Mail To:

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

# VACANT UNIT REFERRAL FORM

Please Return To:

**New Jersey Department of Community Affairs  
Division of Housing and Community Resources  
101 South Broad Street  
PO Box 051  
Trenton, N.J. 08625-0051**

**ATT: Landlord Liaison Office**

Bedroom Size: \_\_\_\_\_ Rent: \$ \_\_\_\_\_ Date Available: \_\_\_\_\_

Unit Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Utilities and Appliances:

Provided By:

Specify Fuel Type

Owner

Tenant

☐☐

Heat: \_\_\_\_\_

☐☐

Cooking Fuel: \_\_\_\_\_

☐☐

Hot Water: \_\_\_\_\_

☐☐

Lighting/Refrigeration:

☐☐

Water Supply

☐☐

Sewer

☐☐

Garbage Collection

☐☐

Range

☐☐

Refrigerator

Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_



# Request for Tenancy Approval Housing Choice Voucher Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0169 (exp. 9/30/2002)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Eligible families submit this information to the Public Housing Authority (PHA) when applying for housing assistance under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The PHA uses the information to determine if the family is eligible, if the unit is eligible, and if the lease complies with program and statutory requirements. Responses are required to obtain a benefit from the Federal Government. The information requested does not lend itself to confidentiality.

|  |  |                     |   |                            |                                       |
|--|--|---------------------|---|----------------------------|---------------------------------------|
| 1. Name of the Public Housing Agency (PHA)<br>New Jersey Department of Community Affairs<br>Division of Housing and Community Resources  |  |                     | 2. Address of Unit (Street address, apartment number, city, State & zip code) |                            |                                       |
| 3. Requested Beginning Date of Lease   | 4. Number of Bedrooms  | 5. Year Constructed | 6. Proposed Rent  | 7. Security Deposit Amount | 8. Date unit available for inspection |
| 9. Type of House/Apartment<br><input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached/Row House <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Garden/Walkup <input type="checkbox"/> Elevator/High-Rise   |  |                     |   |                            |                                       |
| 10. If this unit is subsidized, indicate type of subsidy:<br><input type="checkbox"/> Section 202 <input type="checkbox"/> Section 221(d)(3)(BMR) <input type="checkbox"/> Section 236 (Insured or noninsured) <input type="checkbox"/> Section 515 Rural Development  |  |                     |   |                            |                                       |
| 11. Utilities and Appliances. The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.  |  |                     |   |                            |                                       |
| Item   | Specify fuel type  |                     |   | Provided by                | Paid by                               |
| Heating  | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil or Electric <input type="checkbox"/> Coal or Other |                     |   |                            |                                       |
| Cooking  | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil or Electric <input type="checkbox"/> Coal or Other |                     |   |                            |                                       |
| Water Heating  | <input type="checkbox"/> Natural gas <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil or Electric <input type="checkbox"/> Coal or Other |                     |   |                            |                                       |
| Other Electric   |  |                     |   |                            |                                       |
| Water  |  |                     |   |                            |                                       |
| Sewer  |  |                     |   |                            |                                       |
| Trash Collection   |  |                     |   |                            |                                       |
| Air Conditioning   |  |                     |   |                            |                                       |
| Refrigerator   |  |                     |   |                            |                                       |
| Range/Microwave  |  |                     |   |                            |                                       |
| Other (specify)  |  |                     |   |                            |                                       |
| 12. Owner's Certifications. By executing this request, the owner certifies that:<br>a. The most recent rent charged for the above unit was \$ _____ per month. This rent included the following utilities:<br><br>The reason for any difference between the prior rent and the proposed rent in Block 6 is:<br>b. The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.<br>c. Check one of the following:<br>_____ The unit, common areas servicing the unit, and exterior painted surfaces associated with such unit or common areas have been found to be lead-based paint free by a lead-based paint inspector certified under the Federal certification program or under a federally accredited State or Tribal certification program.<br>A completed statement is attached containing disclosure of known information on lead-based paint and/or lead-based paint hazards in the unit, common areas or exterior painted surfaces, including a statement that the owner has provided the lead hazard information pamphlet to the family. |  |                     |   |                            |                                       |
| 13. PHA Determinations.<br>a. The PHA has not screened the family's behavior or suitability for tenancy. Such screening is the owner's own responsibility.<br>b. The owner's lease must include word-for-word all provisions of the HUD tenancy addendum.<br>c. The PHA will arrange for inspection of the unit and will notify the owner and family as to whether or not the unit will be approved.   |  |                     |   |                            |                                       |
| Print or Type Name of Owner or Other Party Authorized to Execute the Lease   |  |                     | Print or Type Name of Family  |                            |                                       |
| Signature  |  |                     | Signature   |                            |                                       |
| Business Address   |  |                     | Present Address of Family (street address, apt. no., city, State & zip code)  |                            |                                       |
| Telephone Number   | Date (mm/dd/yyyy)  | Telephone Number    |   | Date (mm/dd/yyyy)          |                                       |

# Welcome To The

## Section 8 Housing Assistance Program

The Section 8 Tenant-Based Assistance Program is administered by the New Jersey Department of Community Affairs (DCA), Division of Housing and Community Resources, and is funded by the United States Department of Housing and Urban Development (HUD). The purpose of the program is to make decent, safe and sanitary housing available to very low-income households in the private rental market.

Households that meet eligibility requirements normally pay no more than 30 percent of their adjusted monthly income towards their monthly rent and utility costs. The balance of the rent is paid by the DCA directly to the owner of the rental property.

### ***PLEASE NOTE:***

***The Section 8 Housing program does not screen the household's behavior or suitability for tenancy.***

In accordance with program regulations, a prospective landlord will be given a household's current address and the address of the household's current and prior landlord, if known by the program. Participating owners will be provided with the forwarding address of their former Section 8 tenants if the program has the information. Other information regarding the household will not be disclosed or released outside of HUD, except as permitted or required by law.

### **Things To Remember**

- ◆ Only one *Request for Tenancy Approval* form may be submitted at a time;
- ◆ The *Request for Tenancy Approval* must be signed and dated by both the Owner of the proposed unit and the head of household;
- ◆ The *Request for Tenancy Approval* must have a copy of the Owner's proposed lease agreement attached to it;
- ◆ The Owner's proposed lease agreement must include word-for-word all provisions of HUD's Tenancy Addendum form which will be provided to the tenant and is included as Part C of the Housing Assistance Payments Contract with the Owner;
- ◆ The *Request for Tenancy Approval* must be received by the program during the term of the household's *Voucher*; and
- ◆ The *Request for Tenancy Approval* must have a REQUESTED BEGINNING DATE OF LEASE (see item #3) that is not more than 30 days beyond the expiration date of the household's *Voucher*.

If the *Request for Tenancy Approval* is disapproved by the program, a Notice of Disapproval is sent to the household, and a copy is sent to the Owner. This notice specifies the reason(s) for disapproval and establishes the deadline by which the household must submit another *Request for Tenancy Approval*, for the proposed unit or any other rental unit.

# TRUTH in RENTING

## ORDER FORM

P.L. 1975, c.310 (N.J.S.A. 46:8-46, 47) requires the distribution of the Truth-In-Renting Statement by certain landlords to each of their tenants (N.J.S.A. 46:8-46). Landlords of buildings with more than two units (or more than three if the landlord occupies one) shall provide a copy of the current statement to each new tenant at or prior to occupancy.

Violators of this Act shall be liable to a penalty of up to \$100 for each offense. Enforcement of this penalty must be taken by the tenant or the tenant's legal counsel.

The Truth-In-Renting Statement is prepared as required by (N.J.S.A. 46:8-43 *et seq.*) and is a *summary* of existing laws, regulations and court cases. It is neither exhaustive nor detailed. It is required to be available in both English and Spanish.

Copies of the booklet Truth-In-Renting are available at a cost of \$1.50 each. Checks or money orders should be made payable to:

**Treasurer, State of New Jersey.**

**\*\* As Of August 16, 1996, Handling Fees Are No Longer Required. \*\***



Please detach this form and send it to: **OFFICE OF LANDLORD-TENANT INFORMATION, DEPARTMENT OF COMMUNITY AFFAIRS, PO Box 805, TRENTON, NJ 08625-0805.** CHECKS MADE PAYABLE TO: **TREASURER, STATE OF NEW JERSEY.**

Enclosed is \$\_\_\_\_\_ for \_\_\_\_\_ copies of the English Truth-in-Renting Brochure.

Enclosed is \$\_\_\_\_\_ for \_\_\_\_\_ copies of the Spanish Truth-in-Renting Brochure.

Address and/or Name of Building \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_

Name of Owner or Managing Agent \_\_\_\_\_

### MAIL TO:

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Truth-in-Renting Act (N.J.S.A. 46:8-43 et seq.) prohibits reproduction of this document. Violators could be subject to fines of \$100 per Statement distributed.

## FOR MORE INFORMATION

If you have additional questions or wish to apply, call the New Jersey Department of Community Affairs

Section 8 Program office serving your county:

| County     | Phone Number   |
|------------|----------------|
| Atlantic   | (609) 441-3334 |
| Bergen     | (201) 996-8990 |
| Burlington | (856) 614-3300 |
| Camden     | (856) 614-3300 |
| Cape May   | (609) 463-0036 |
| Cumberland | (856) 453-3820 |
| Essex      | (973) 266-2822 |
| Gloucester | (856) 935-4700 |
| Hudson     | (201) 217-7256 |
| Hunterdon  | (908) 707-9010 |
| Mercer     | (609) 292-8537 |
| Middlesex  | (732) 246-3137 |
| Monmouth   | (732) 741-0747 |
| Morris     | (973) 631-6285 |
| Ocean      | (732) 255-0818 |
| Passaic    | (973) 225-7146 |
| Salem      | (856) 935-4700 |
| Somerset   | (908) 707-9010 |
| Sussex     | (973) 383-5602 |
| Union      | (908) 820-3256 |
| Warren     | (908) 475-5703 |

## LET US HEAR FROM YOU

For more information about how to participate in the New Jersey Department of Community Affairs

Section 8 Housing Program or to offer suggestions or comments about the program,

please contact our **Landlord Liaison Office** at **(609) 633-6605**

Or, write to:

**New Jersey Department of Community Affairs**

**Division of Housing and Community Resources**

**Section 8 Housing Program**

**Post Office Box 051**

**Trenton, N.J. 08625-0051**